



TREE BOARD REGULAR MEETING
September 28, 2021 - 5:00 P.M.
Windsor West Park – 500 10th Street
Windsor, CO 80550

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
3. Liaison Reports
 - Town Board Report
4. Public Invited to be Heard

B. CONSENT CALENDAR

1. None

C. BOARD ACTION

1. None

D. BOARD DISCUSSION

1. Review Bylaws
2. Review Sue's proposal for water development

E. COMMUNICATIONS

1. Communications from Town Staff
2. Communications from Chairperson and Board

F. ADJOURN

FUTURE MEETINGS

October 26, 2021
November 23, 2021
December 28, 2021

Tree Board Meeting
Tree Board Meeting
Tree Board Meeting



TREE BOARD REGULAR MEETING

August 24, 2021 - 5:00 P.M.

Join Zoom Meeting

<https://windsorgov.zoom.us/j/81198418398?pwd=OGVyQm5pRVdrMGtJQjZxaWl5WlBEUT09>

Meeting ID: 811 9841 8398

Passcode: 633510

MINUTES

A. CALL TO ORDER

Ms. O'Connor called the meeting to order at 5:01pm

1. Roll Call

Board Chair
Vice Chair
Secretary

Alison O'Connor
Sue Bielawski
Jason King
Rebekah Wilson
John Pankonin
Donna Pierce(absent)
Rebecca Morrison
Julie Cline

Town Board Liaison

Also Present: Town Forester
Administrative Specialist

Ken Kawamura
Kristy Zulkoski

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

- Ms. Bielawski – Scotty MacGregor presentation to Board; added as D2. under Board Discussion

Mr. Pankonin moved to approve the agenda as amended. Ms. Wilson seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Report

- Harvest Festival/Labor Day weekend – Hot air balloons, fireworks Saturday night, car show Sunday, parade Monday
- Coffee with the Mayor – September 17th at the CRC 10am-11am
- Pints with Paul – September 8th at Mighty River Brewing Company 4:30pm-6:30pm (possible date change to the 16th)
- Fall Clean Up Days at Public Services Campus – October 15th & 16th
- Party for the Poudre – moved to October 20th at Poudre Learning Center 5:30pm-7:30pm
- Will be hiring for an Executive Director in the next couple of months, start Jan.1st, focus on fundraising and promotion of the Poudre

4. Public Invited to be Heard

No Report

B. CONSENT CALENDAR

1. Minutes from May 25, 2021

Mr. King moved to approve the May 25, 2021 Minutes as presented. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.

C. BOARD ACTION

1. None

D. BOARD DISCUSSION

1. 2022 Arbor Day Poster Contest Calendar Discussion
 - Board members will be in charge of content for chosen months
 - o Up to 100 words
 - o Bullet points
 - o Deadline – September 28th (next board meeting), email to Ms. O'Connor and Mr. Kawamura
 - January – Ms. Wilson: Winter Watering
 - February – Ms. Bielawski: Pruning
 - March – Ms. Wilson: Tree Selection
 - April – Ms. O'Connor: Arbor Day
 - May – Mr. King: Importance of Trees in our Community
 - June – Mr. King: Emerald Ash Borer
 - July – Ms. O'Connor: Summer Tree Care
 - August – Ms. Bielawski: Japanese Beetle
 - September – Ms. Morrison: Why Leaves Change Color in the Fall
 - October – Mr. King: Winterizing Trees
 - November – Ms. Morrison: Pollinator-Friendly Trees
 - December – Mr. Kawamura: Holiday Lights and Trees
 - 3-4 poems this year
 - Ms. O'Connor will contact Megan - once formatted, will send out for printing, completion done around Thanksgiving
 - Money in budget for graphic design and printing, Smile Doctors for possible sponsorship again
2. Scotty MacGregor presentation – Santa Fe, New Mexico Tree Boards
 - Focus on awareness of water usage and reactions toward free vs. scarce water resources
 - Presented to Water Board & Sewer Board
 - 30 minute presentation with PowerPoint
 - Discussion was held about a future presentation to Tree Board and/or possibly as a public event via Zoom
 - Decided by Board that members will review the presentation link/PowerPoint before the October 26th meeting, invite Mr. MacGregor to join the Board to follow up and answer any questions

E. COMMUNICATIONS

1. Communications from Town Staff
 - Mr. Kawamura
 - o Graduate student from CSU performed study of elm leaf beetles
 - o Discovery of a large leafcutter bee's nest and posting educational material for the importance of pollinators in the community
 - o Worked with engineering of Folkstone Nursey/detention restoration
 - o Removed several large trees and many small trees in parks
 - o Pruning Main Park to get ready for Harvest Festival
 - o Pruned clearance of sidewalks and streets, especially around crosswalks for start of school
 - o Held several educational classes at Treasure Island and assisted in building a crevice garden
 - o Worked on landscape and tree issues for Harmony Ridge
 - o 24 landscape inspections – suggested by Ms. O'Connor to bump up the order for Tree Sale due to so many new subdivisions being developed around town
 - o 16 code enforcement compliance letters sent
2. Communications from Chairperson and Board
 - Mr. King

- o Applause for all the mitigation work that has been done
- Ms. O'Connor
 - o Will send out calendar topic assignment re-cap
 - o September 28th meeting at Windsor West Park, Ms. Zulkoski will reserve shelter
 - o October 26th meeting will be virtual/Zoom
 - o November meeting will be the week of Thanksgiving, will discuss further
 - o Term Limits for Members – September 2021 Mr. Pankonin (will not be reapplying) and Ms. Bielawski (will reapply), Ms. Zulkoski will follow up with Town staff about Board reappointment process
- Ms. Bielawski
 - o Will send out the Scotty MacGregor's presentation for Board to review

F. ADJOURN

Mr. Pankonin moved to adjourn. Ms. Bielawski seconded the motion. All members present voted Aye. Motion carried. Meeting was adjourned at 5:55 pm

Submitted by:

Kristy Zulkoski, Administrative Specialist
Parks, Recreation & Culture



MEMORANDUM

Date: September 28, 2021
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Review Bylaws
Item #: D.1.

Background / Discussion:

The topic of bylaws was brought up so this will give the opportunity for everyone to review the existing document.

Financial impact:

None

Recommendation:

For review only

Attachments:

None

BYLAWS
For The Town of Windsor
Tree Board

Article I
Introduction

- A. The Windsor Municipal Code authorizes the Tree Board to adopt bylaws for the transaction of business.
- B. The within Bylaws have been adopted by the Town of Windsor Tree Board, and all previously adopted bylaws are deemed repealed.
- C. Pursuant to the Windsor Municipal Code, this Board shall be known as the *Town of Windsor Tree Board*, hereinafter referred to as "Windsor Tree Board" or "the Board."

Article II
Membership and Officers

- A. The Windsor Tree Board shall be composed of members appointed by the Board of Trustees of the Town of Windsor in accordance with the Windsor Municipal Code.
- B. The Board shall elect a chairman, vice chairman, and secretary.
 - 1. The chairman shall preside at all regular and special meetings of the Board and shall decide all points of procedure.
 - 2. The vice chairman shall assume the duties and responsibilities of the chairman in the chairman's absence.
 - 3. The secretary shall keep, or cause to be kept, all records of the Board, and shall transmit all appropriate records to the Town Clerk to become part of the official Town Record.
 - 4. Board officers shall serve for a term of one (1) year and shall be elected annually at the January meeting of the Board.

5. Officer vacancies shall be filled at the next regular meeting of the Board by election of the members. Officers elected to fill vacancies shall serve until the next regular election of officers.

Article III Meetings

- A. The chairman shall prepare, or cause to be prepared, an agenda for every regular or special meeting of the Board.
- B. The Board shall meet monthly on a date and at a time and location designated by the chairman. These regular meetings may be postponed, rescheduled, or canceled upon a vote by the Board.
- C. The secretary shall prepare, or cause to be prepared and posted, a notice of each regular or special meeting of the Board. Such notice shall contain the meeting agenda.
- D. Special meetings may be called by the chairman at the request of two (2) members, provided that notice of same, including a listing of all items to be considered (agenda), is delivered to each member of the Board or to his or her residence at least forty-eight (48) hours prior to the time set for such meeting, and further provided that announcement of a special meeting, or any other meeting at which all members of the Board are present, shall be sufficient notice of such meeting. Formal action taken at a special meeting called in accordance herewith shall be considered as though it were taken in a regular meeting for those, and only those, matters referred to in the agenda contained in the notice of the meeting.
- E. All meetings of the Board shall be open to the public.
- F. Before official and formal action can be taken on any matter at any meeting of the Board, a quorum shall be present and in session. A *quorum* is defined for purposes of these Bylaws as any four (4) members. The vice chairman shall preside in the absence of the chairman. Where both the chairman and vice chairman are absent, members present shall by majority vote select a member to preside over the meeting.
- G. The chairman may from time to time call for work session meetings for the purpose of receiving information, hearing presentations, and discussing information, provided that no formal or informal action is taken

- H. All voting shall be by roll-call vote.
- I. The members of the Board shall be bound by the Colorado Code of Ethics and the Colorado Public Official Disclosure Law. Summaries of the form of said code or laws in effect at the time of the adoption of these Bylaws are attached hereto as Appendix 1 and Appendix 2, respectively. Copies of the complete code and law, or subsequent amendments thereto, shall be distributed to all current and future members of the Board.
- J. The order of business for all meetings shall be the order as it appears on the agenda except that the chairman may, under special circumstances, rearrange the order of business unless otherwise directed by a majority of the members there present and in session.
- K. The secretary shall keep, or cause to be kept, minutes and keep the same recorded to date, showing all important facts pertaining to each meeting and hearing, the vote of each regular member upon each matter, or those absent or failing to vote, and such other details as the Board or its chairman shall direct. The minutes of each meeting shall be approved by the Board at its next meeting.
- L. The secretary shall prepare, or cause to be prepared, the transmittal of official and formal actions of the Board to the Town Administrator's office for scheduling before the Windsor Town Board.

Article IV Committees

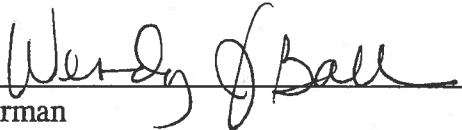
- A. There shall be no standing committees of the Board.
- B. With the consent of the Board, the chairman may appoint ad hoc committees of the Board for special study or review.

Article V
Amendments

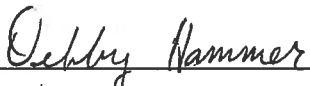
These Bylaws may be amended by majority vote of a quorum of members present and in session at any regular meeting, provided that notice in writing has been given to each member at least ten (10) days prior to such meeting, or provided that such amendment was read at the last regular meeting of the Board.

THE WITHIN BYLAWS WERE APPROPRIATELY ADOPTED BY THE TOWN OF WINDSOR TREE BOARD BY MAJORITY VOTE ON THE 10 DAY OF July, 2001.

TOWN OF WINDSOR TREE BOARD


Chairman

ATTEST:


Secretary



MEMORANDUM

Date: September 28, 2021
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Review Water Developments
Item #: D.2.

Background / Discussion:

Sue brought this topic up at the August meeting and would like to present to the board.

Financial impact:

None

Recommendation:

For review only

Attachments:

None

Irrigation Limitations: Santa Fe, CO and Windsor, NM



Alan MacGregor – Windsor Water-Sewer Board
revised 4/8/21

Development Landscaping: Climate

	Santa Fe, NM	Windsor, CO
Altitude (ft above MSL)	7,000	4,800
Latitude (deg)	35.7	40.4
Annual Precipitation (in)	14.2	12.7
Average High Temperature (F)	65.0	63.5
Average Low Temperature (F)	35.0	34.9
Average Snowfall (in)	23	48
USDA Plant Zone	6b	5b
USDA Extreme Temp Range (F)	-5 to 0	-15 to -10
Growing Season (days)	213	168

Development Landscaping: Non-Pot

Santa Fe, NM	Windsor, CO
• Wastewater Treated Effluent Reuse is limited to golf courses, recreation fields, and parks near the treatment plant • One of the three golf courses has access to “Raw Water” from the Rio Grande • No “purple pipe” water service to private properties	• New developments provided with non-pot water to recreation areas, open space, and individual customers

Development Landscaping: Water Cost

Santa Fe, NM	Windsor, CO
Potable Water costs \$6.18 per 1,000 gal	Potable Water at \$4.78 per 1,000 gal
Non-Pot cost at 50% of potable water rate, \$3.09 per 1,000 gal	Non-Pot (RainDance HOA) estimated at \$1.90 per 1,000 gal

Development Landscaping: Codes

Santa Fe, NM	Windsor, CO – residential (partial)	Windsor, CO - business
Single family dwelling units: “Cool Season Turf” limit of 1,000 sq ft, <i>or</i> 10% of the lot area, <i>whichever is less</i>*	- Minimum of 25% of front yards shall be landscaped - Tree lawn requirements apply	All disturbed and undeveloped surfaces shall have ground cover
Turf grass (sod, seed mix) must be less than 25% Kentucky Blue Grass.	<i>Detached single family houses and duplexes are exempt from other requirements (businesses and larger residential)</i>	“Rock Beds” limited to 20% of required landscape area** - No Rock Bed greater than 3,000 sq ft
		- Minimum of 65% of shrubs are VL or L water use - Maximum of 15% of shrubs or trees are H water use
		M or H grass/turf limited to high use or high visibility areas

* a quarter-acre lot will have a max of 1,000 sq ft of turf – 50 ft x 20 ft

** western collectibles may be used

Development Landscaping: PUDs

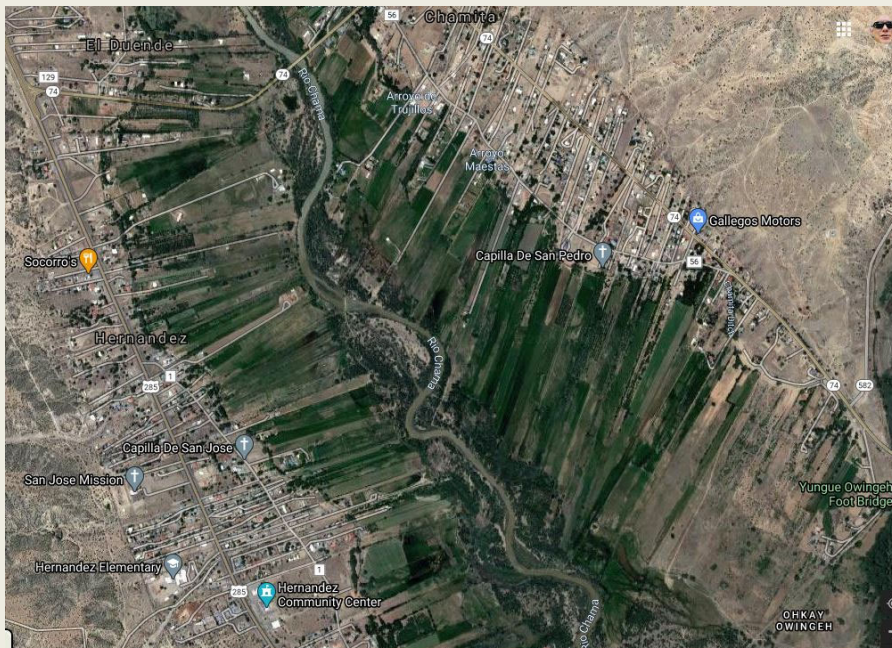
RainDance

- *Unimproved areas* must have **50% or more*** plant material: *irrigated turf, shrubs, trees, etc.*
- Landscaped areas irrigated via *underground automatic system* using Water Valley raw water

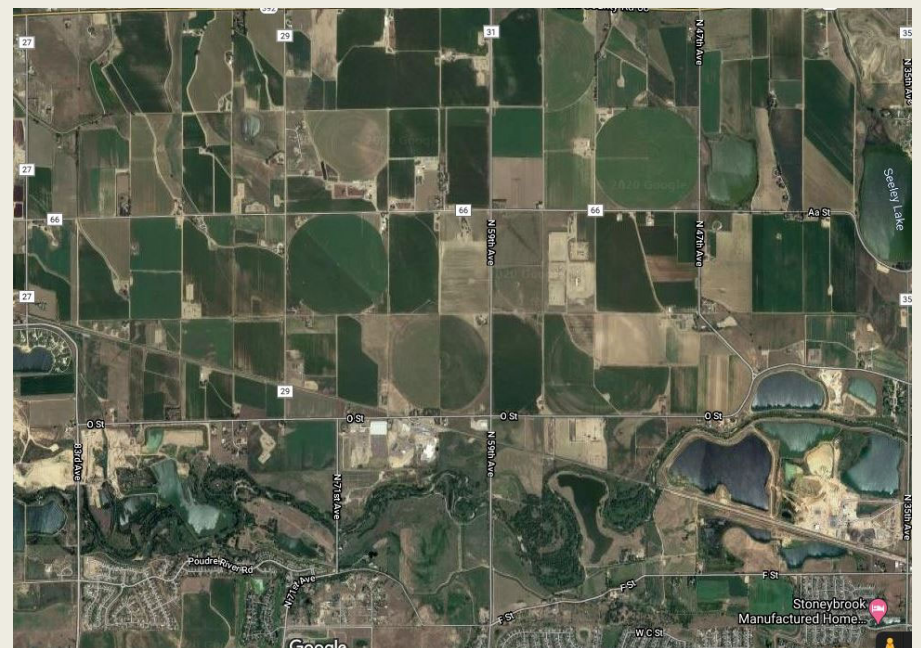
**not including house footprint, sidewalks, driveway*

Imagery Comparisons - Agriculture

Santa Fe, NM



Windsor, CO

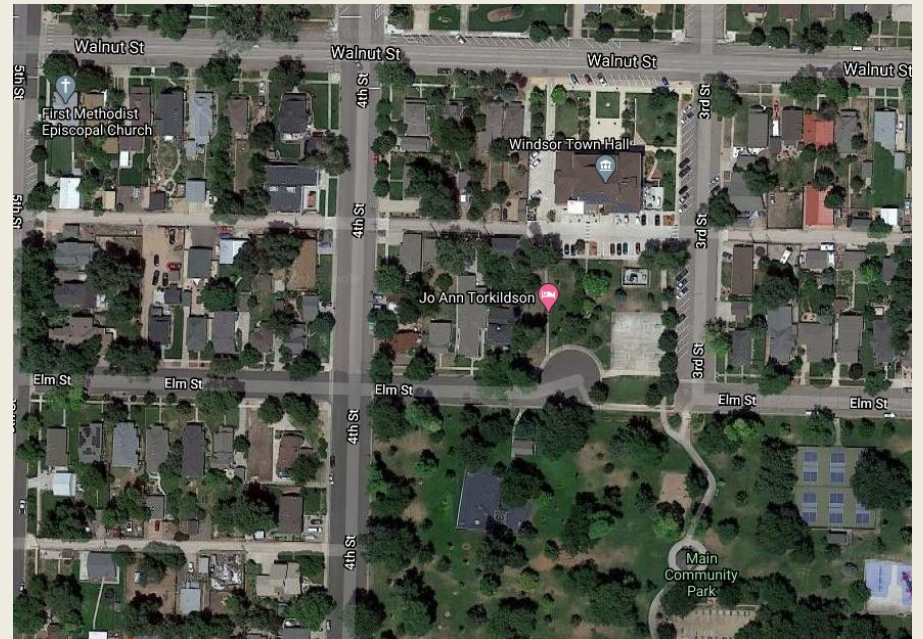


Imagery Comparisons – In town

Santa Fe, NM

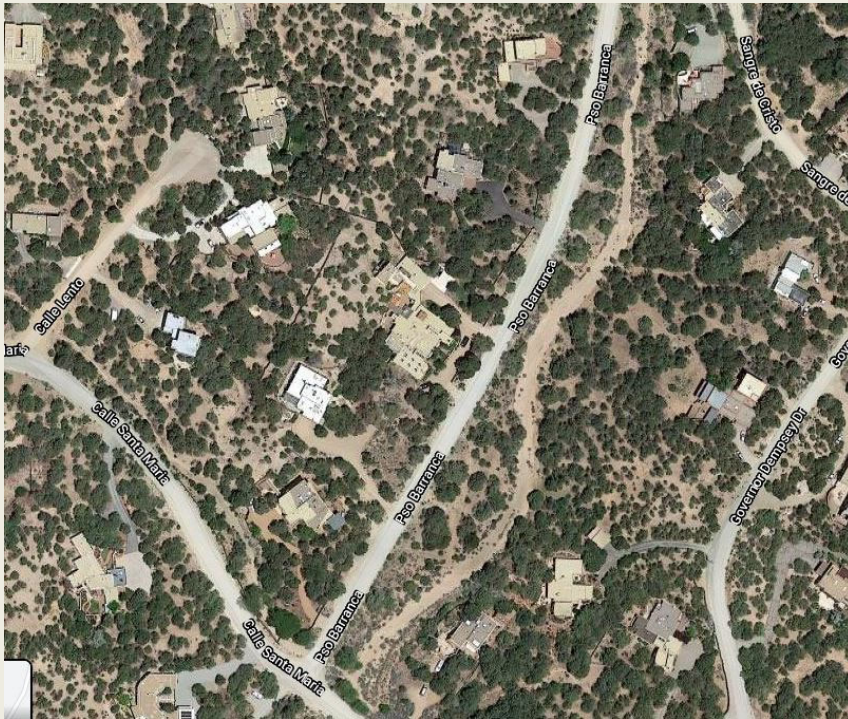


Windsor, CO



Imagery Comparisons - Residential

Santa Fe, NM



Windsor, CO

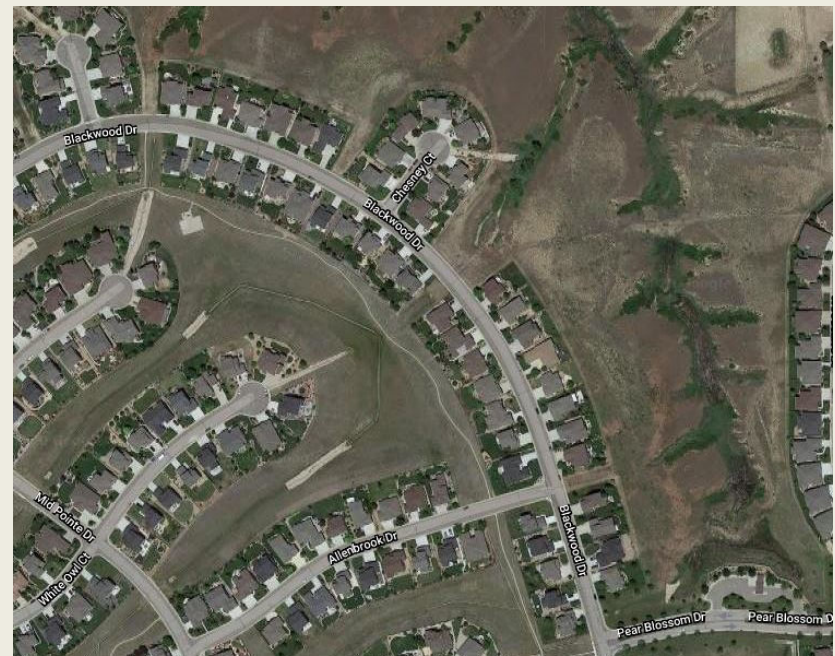


Imagery Comparisons – New Development

Santa Fe, NM



Windsor, CO



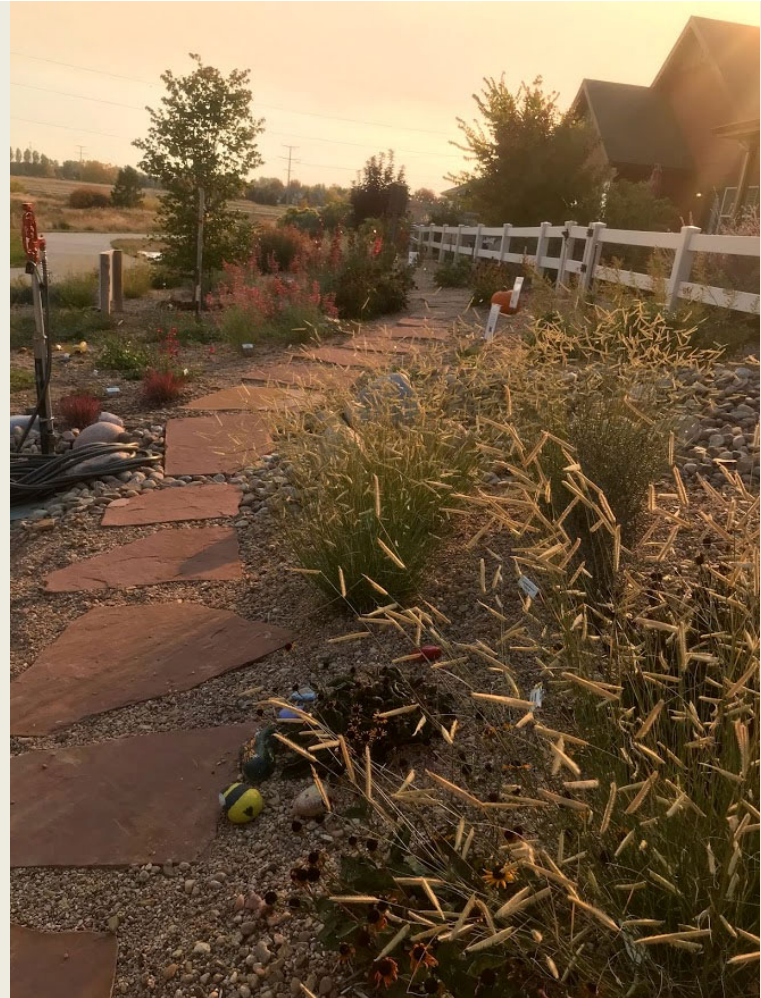
We can all agree

Increased population and water shortages will force changes in HOA landscapes in the future. That is going to be an uncomfortable and unpleasant experience regardless of when it happens.

The sooner we make water-smart changes in our landscapes, the better off our mature plants will be able to handle drought and/or elevated water prices.

Landscape reasons for reducing water

- 1.Reduced Landscape Maintenance
- 2.Reduced Irrigation Maintenance
- 3.Reduced Chemical Program
- 4.Reduced Japanese Beetle Habitat

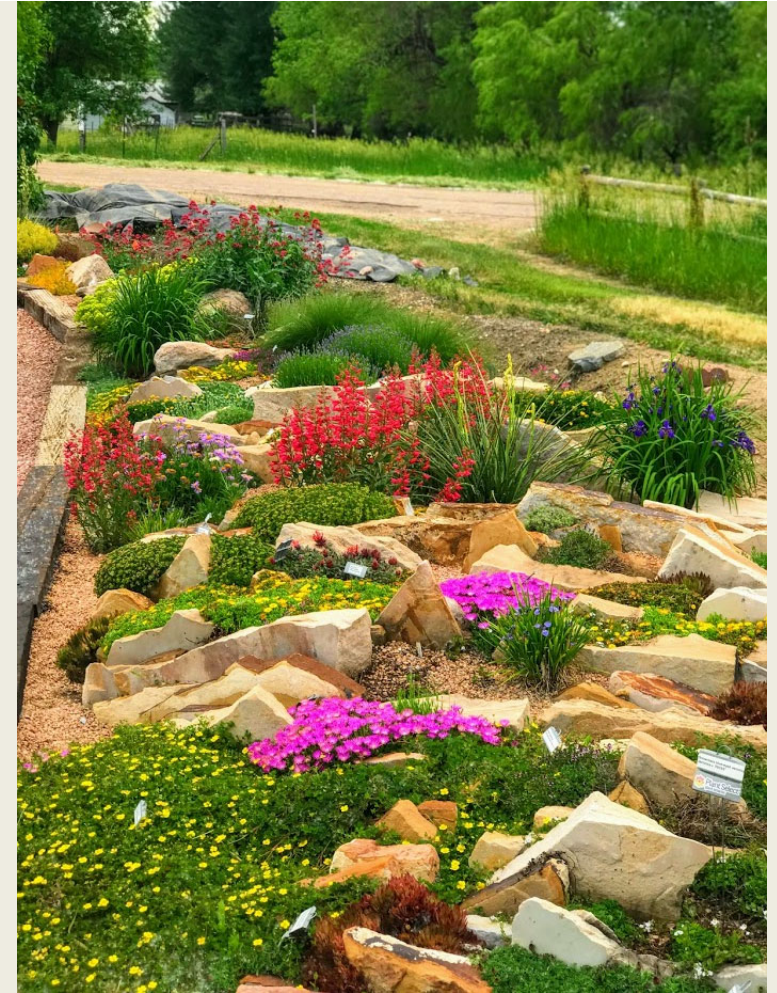


Ross Shrigley- Plant Select

WIND. HAIL. SNOW. SUN. BRING IT ON.



Changing people's minds about how much water is needed



Ross Shrigley- Plant Select

WIND. HAIL. SNOW. SUN. BRING IT ON.



FORESTRY DIVISION

September 28, 2021

Summer is starting to wind down and it feels more fall like. It has been a very busy year and it is still going strong! I hope you had a chance to get to the Harvest Festival and enjoy all that was offered. Staff is gearing up for fall tree plantings and take advantage of the grant from the Colorado Tree Coalition. We will be planting 12 to 15 trees around town to replace many of the trees lost from last year's extreme weather. Once the leaves fall off the trees we will start on the fall pruning projects. There were so many activities at Treasure Island this year as well. There were several special events where we hosted volunteers of every age groups. So far, over a ton of produce has been donated to the local food bank and we are not done yet! Here are some highlights accomplished last month:

- Held several educational classes and various events at Treasure Island. The last class of the year was taught by Alison where unfortunately the highlight was administering first aid to her cut finger!
- Department heads volunteered at Treasure Island to spread rock, prune plants and weed and helped to beautify the garden
- Russian olive mitigation around the pond at Eastman and Highlands Park
- Pruned all the tree along Diamond Valley Parkway
- Removed a cottonwood at the cemetery and a walnut on the 400 block of Elm Street
- Hosted the Summer Fun Event at Treasure Island
- Had a Farmers' Market booth to promote Treasure Island and to recruit volunteers. Gave away pumpkin and flowers during the Labor Day Weekend.
- 11 landscape inspection

At last month's meeting we asked everyone to contribute a few paragraphs for the up coming 2022 Arbor Day Poster/Poetry Contest Calendar. Thanks for getting these in! Alison will take a few moments to review the bylaws so we are all familiar with it then Sue will lead the discussion for her water conservation plan. So let's get started.

Let's Keep Windsor Tree-rific!

